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I N T E L L I G E N C E   A D V I S O R Y   C O M M I T T E E

16 January 1956

MEMORANDUM FOR: DD/P  
DD/I  
AD/CI  
AD/RR  
AD/SI  
AD/BI  
Chairmen, IAC Subcommittees

SUBJECT : Briefing Notes for DCI on Matters  
Pending IAC Action

1. Many items which require IAC action, particularly other than routine matters formally placed on the IAC agenda, require the preparation of a briefing memorandum for the DCI.

2. Please note that the procedure adopted by the Secretariat for handling these expeditiously is for the office of origin to send the original plus 4 copies directly to the IAC Secretary (Room 101, Administration).

Secretary

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